EXPERT SOFTWARE

Disk Tools

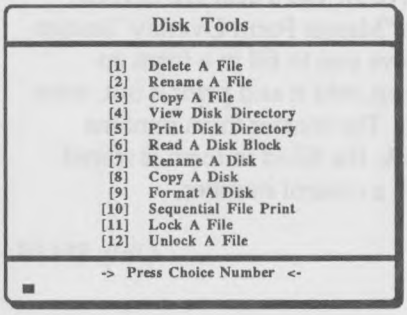
Disk Tools is a collection of 12 key utility programs that will make your computer easier to use. The program provides you with a menu driven Disk Operating System which simplifies operations.

Disk Tools makes it easy to format disks for storing data, delete files, make back up disks, copy or rename files and other routines.

Instead of using complicated computer codes, you simply select the option from the menu.

The disk includes options that will:

- ❑ Lock or unlock individual files.
- ❑ Make back ups copies of disks.
- ❑ Format disks for data storage.
- ❑ Examine individual blocks.
- ❑ Delete files from disks.
- ❑ Rename files.
- ❑ Print or display disk directory.
- ❑ Print sequential files.
- ❑ Copy files between disks.
- ❑ Rename the disk directory.


Disk Tools
[1] Delete A File
[2] Rename A File
[3] Copy A File
[4] View Disk Directory
[5] Print Disk Directory
[6] Read A Disk Block
[7] Rename A Disk
[8] Copy A Disk
[9] Format A Disk
[10] Sequential File Print
[11] Lock A File
[12] Unlock A File
-> Press Choice Number <-

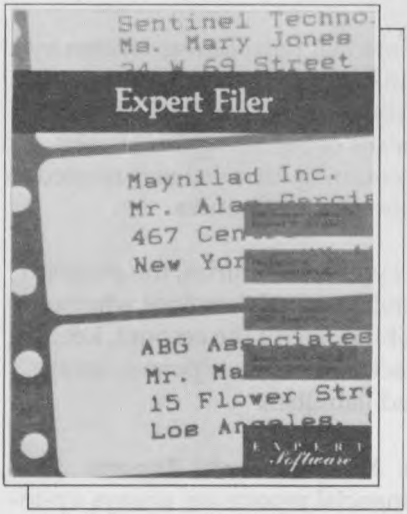
You don't need to learn all the commands that your disk operating system uses. Instead, you can perform these key functions using Disk Tools. Disk Tools will help you to avoid losing files by providing the capability to make back up copies of disks.

Only $14.95

System requirements: IBM PC, Tandy and compatibles require 256K, Dos 2.1 or higher, 1 disk drive, supports CGA and Hercules graphics; Apple IIe, IIc, IIGS ProDOS; Commodore 64 or 128.

Expert Filer

Expert Filer is an information manager that you can set up to store files you need such as customer lists, inventory items, collections, phone numbers, employees, or other information.

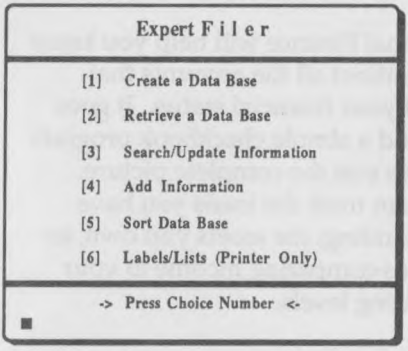


❑ **Many Templates Included**
You designate the way you want Expert Filer to store information. Or use the sample Data Base Templates that come on the disk.

Expert Filer contains many options:

- ❑ Sort and extract records from a file.
- ❑ Search through the files for a particular set of records.
- ❑ Configure and print reports and mailing labels.

These features provide you with the power to take control of large amounts of data, and the ability to retrieve just the information you need when you need it.


Expert F i l e r
[1] Create a Data Base
[2] Retrieve a Data Base
[3] Search/Update Information
[4] Add Information
[5] Sort Data Base
[6] Labels/Lists (Printer Only)
-> Press Choice Number <-

The program is designed around a simple menu system so you can enter and edit information easily.

❑ **BONUS:**

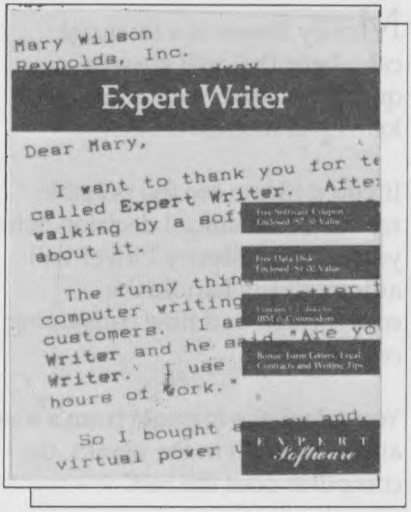
As a bonus, Expert Filer also contains a built in data base of telephone area codes and time zones, that you can use right away.

Only $14.95

System requirements: IBM PC, Tandy and compatibles require 256K, DOS 2.1 or higher, 1 disk drive, supports CGA and Hercules graphics; Commodore 64 or 128.

Expert Writer

Expert Writer is a word processor with the right balance of business features and easy-to-use design. Use it to create letters, reports, memos, presentations, proposals, and more.



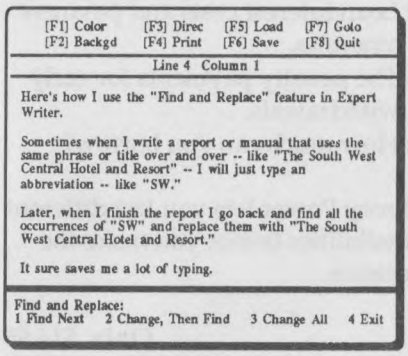
- ❑ Move, copy, erase blocks of text.
- ❑ Search for and replace text
- ❑ Center or justify text.
- ❑ Edit and revise text quickly.
- ❑ Print using special effects.

Expert Writer is fast to learn because all the commands are right on screen so you don't need to refer to the manual. But the fullyillustrated user guide provides plenty of support.

❑ **Plus Many Extras**

Expert Writer comes with a disk full of standard form letters for every business occasion like customer inquiries, confirmations, invitations, collection letters, claims, sales pitches, thank yous, resumes and more.

You also get legal forms such as a sales contracts, various leases, contractor proposals, proxies and bills of sale.


[F1] Color [F3] Direc [F5] Load [F7] Goto
[F2] Backgd [F4] Print [F6] Save [F8] Quit
Line 4 Column 1
Here's how I use the "Find and Replace" feature in Expert Writer.
Sometimes when I write a report or manual that uses the same phrase or title over and over -- like "The South West Central Hotel and Resort" -- I will just type an abbreviation -- like "SW."
Later, when I finish the report I go back and find all the occurrences of "SW" and replace them with "The South West Central Hotel and Resort."
It sure saves me a lot of typing.
Find and Replace:
1 Find Next 2 Change, Then Find 3 Change All 4 Exit

Plus you get important tips on how to write well, good sentence structure, the kinds of phrases to avoid, and many other facts that will improve your business communications.

Only $14.95

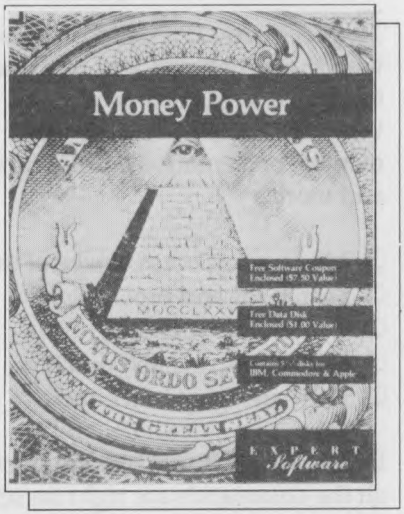
System requirements: IBM PC, Tandy and compatibles require 256K, DOS 2.1 or higher, 1 disk drive, supports CGA and Hercules graphics; Commodore 64 or 128

Money Power

Money Power is a financial calculator that will answer questions about future income, loans and interest costs.

If you'd like to see the possible results of a financial decision before you make it, Money Power will automatically handle the complicated and time consuming calculations.

You select the formula from a menu and simply fill in the blanks, the computer does the rest.



- ❑ How to reach a savings goal.
- ❑ Should you fix your car or buy a new one?
- ❑ Which will generate more income: an IRA or savings account?
- ❑ How much will you withdraw monthly at retirement.
- ❑ The costs of loans with variable rates.
- ❑ A schedule of loan payments.
- ❑ How much will you be worth in the future?
- ❑ What is the actual yield of any interest rate?

Money Power

[1] Your Borrowing Power
[2] Loan Payment Schedule
[3] Loan Period Determination
[4] Loans With Variable Rates
[5] Fix or Buy a New Car
[6] Your Future Worth
[7] Reaching a Savings Goal
[8] IRA vs. Savings Account
[9] Yield From Interest Rate
[10] Monthly Retirement Withdrawals
[11] IRA Early Withdrawal Costs

Enter the number of your choice (0 = Quit):

- ❑ Loan interest costs and payment amounts.
- ❑ The penalty payments for early withdrawals.
- ❑ How much can you borrow?

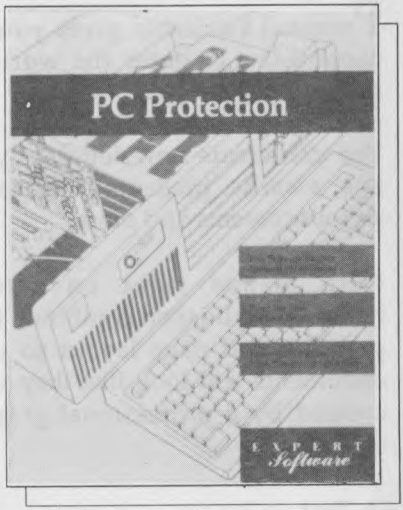
Money Power lets you test different possibilities before you make the decision.

Only $14.95

System requirements: IBM PC, Tandy and compatibles require 256K, DOS 2.1 or higher, 1 disk drive, supports CGA and Hercules graphics; Apple IIe, IIc, IIGS ProDOS; Commodore 64 or 128.

PC Protection

PC Protection is an important utility that you'll use every day to avoid costly system failures, unnecessary repairs and loss of files.



❑ **Six complete tests**
PC Protection has six programs that test your computer and peripherals: disk drives, printer, screen, sound, data disks and memory.

❑ **Tests automatically**
The program automatically performs each test and gives you a report. If you've ever wondered if a disk drive is working properly or memory is fully functioning, PC Protection will help you find out.

❑ **Protect your data**
PC Protection also makes back up copies of your disks. So you won't ever lose important data or programs because you don't have an extra copy.

- ❑ Copy an entire disk quickly.
- ❑ Copy portions of a disk.
- ❑ Copy individual files.
- ❑ Format disks for storing data.
- ❑ Display or print the names of files.

```
PC Protection
    [1]  Copy Disk
    [2]  Copy Files
    [3]  Copy Directory
    [4]  Catalog Disk
    [5]  Format Floppy Disk
    [6]  Delete File(s)
    [7]  Rename File(s)
    [8]  Create Subdirectory
    [9]  Disk Drive Test
   [10]  Printer Test
   [11]  Memory Test
   [12]  Disk Test
   [13]  Video (Color) Test
   [14]  Audio Test
Enter Your Choice (1 - 14)      Press [Esc] to Quit
```

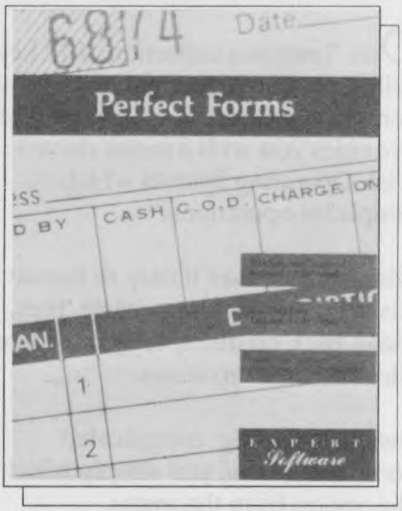
PC Protection is menu driven so it's easy to use. No technical knowledge is needed. And a detailed manual gives you step-by-step instructions. Software is a valuable investment. PC Protection makes it easy to protect it.

Only $14.95

System requirements: IBM PC, Tandy and compatibles require 256K, DOS 2.1 or higher, 1 disk drive, supports CGA and Hercules graphics; Aple IIe, IIc IIGS ProDOS; Commodore 64 or 128.

Perfect Forms

Perfect Forms gives you the tools to design and create your own business forms for marketing, sales, accounting, management, personnel or any other purpose.



❑ **Many Forms On Disk**
You can adapt the existing forms provided on the disk including invoices, delivery receipts, order forms, expense sheets, inventory control forms and many more.

Perfect Forms provides all the features you need to create forms quickly and easily.

You can draw lines, shades and solid borders. You can cut, copy and paste blocks of a form. And you can type in and place text anywhere on the form. Sequential numbers and the current time and date can be generated too.

Once you have created a Perfect Form, you can print a high quality copy of it for photocopying or printing.

```
Perfect Forms

[1]  Create/Revise Master Form
[2]  Complete a Master Form
[3]  Revise a Completed Form
[4]  Print a Form
[5]  Utilities
[6]  General Information
[7]  Exit to DOS

Press a number to select an option (1-7)
■
```

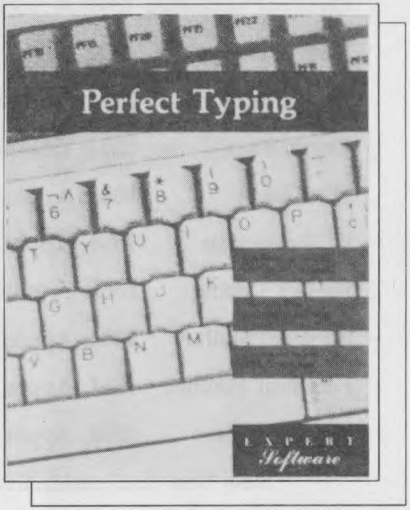
❑ **Fill In The Form On Screen**
The "Master Form Overlay" feature allows you to fill in a form on screen, edit it and print it out, error free. The master form remains blank, the filled in form is stored with a control number.

Only $14.95

System requirements: IBM PC, Tandy and compatibles require 256K, DOS 2.1 or higher, 1 disk drive, supports CGA and Hercules graphics.

Perfect Typing

Perfect Typing is a tutorial program that will help you learn to type. The program will give you structured practice to learn touch typing and improve typing speed.



It's the fastest way to go from being a two finger to a ten finger typist.

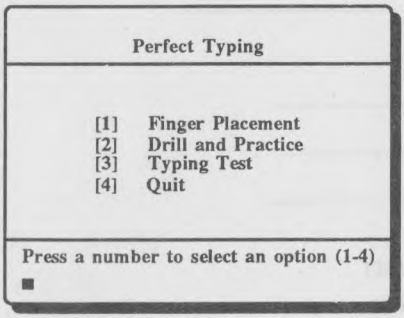
❑ **For Beginners**

If you are just starting to type, you can set your own pace as you go through a series of progressive lessons.

Perfect Typing has finger exercises to build your ability to type accurately. And you'll learn where all the keys are so you don't have to "hunt and peck" as you type.

❑ **For Experienced Typists**

If you are an experienced typist, you can improve your typing speed, using the advanced lessons. And since you can evaluate your progress, you can concentrate your efforts where it is needed.



Perfect Typing is challenging to use because you set the pace and work at your own speed.

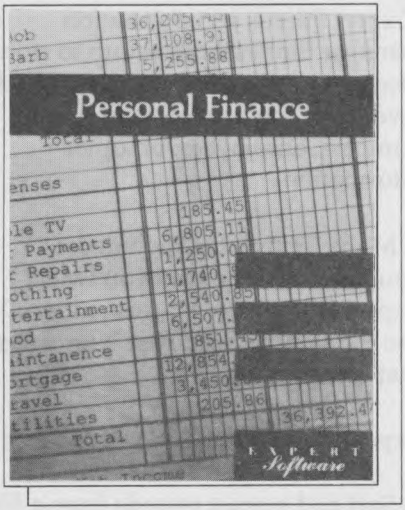
And the program provides you with the important foundations you need to be a good typist. Whether you use a typewriter or computer, these are skills you'll always be able to use.

Only $14.95

System requirements: IBM PC, Tandy and compatibles require 256K, DOS 2.1 or higher, 1 disk drive, supports CGA and Hercules graphics; Commodore 64 or 128.

Personal Finance

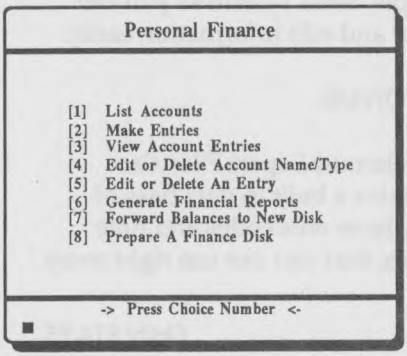
Personal Finance was written by a bank executive to provide people with a simple, straightforward means of balancing their books. No accounting knowledge is needed to control your finances.



As you make entries, the program intelligently determines whether to debit or credit the account, keeping track of income, expenses, assets and liabilities.

❑ **Many Financial Reports**
Financial reports are always up-to-date and can be viewed or printed immediately:

- ❑ Detailed expense reports for budgeting and tax preparation.
- ❑ The income statement shows your earnings versus your expenses.
- ❑ An assets versus liabilities report provides a picture of net worth.
- ❑ A trial balance shows you the books are balanced.
- ❑ A complete account history shows each transaction you made.


Personal Finance
[1] List Accounts
[2] Make Entries
[3] View Account Entries
[4] Edit or Delete Account Name/Type
[5] Edit or Delete An Entry
[6] Generate Financial Reports
[7] Forward Balances to New Disk
[8] Prepare A Finance Disk
-> Press Choice Number <-

Personal Finance will help you know more about all the accounts that effect your financial status. It goes beyond a simple checkbook program to give you the complete picture. You can track the loans you have outstanding, the assets you own, as well as comparing income to your spending levels.

Only $14.95

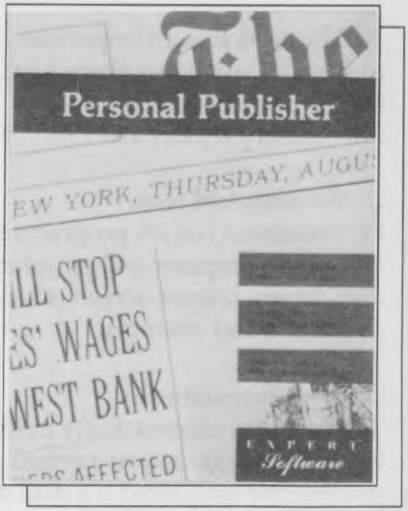
System requirements: IBM PC, Tandy and compatibles require 256K, DOS 2.1 or higher, 1 disk drive, supports CGA and Hercules graphics; Apple IIe, IIc, IIGS ProDOS; Commodore 64 or 128.

Personal Publisher

Personal Publisher gives you the capabilities to enter the world of desktop publishing.

You can create newsletters, flyers, ads, awards, presentations, cards, announcements and more.

With menus right on screen, Personal Publisher combines text, graphics and page layout so your documents will look like they were created by a professional graphic designer.



❑ **Text**

The built-in word processor is loaded with features like moving blocks of text, copy, cut and paste. And you can select different fonts, type styles and sizes.

❑ **Graphics**

You don't have to be an artist to create sharp looking pictures for your pages. Personal Publisher comes with plenty of clip art pictures on disk.

Worldwind Travel News
Special Report:
The Artic: This Year's Cool Place To Be Seen
Pack an extra sweater and leave that sun block behind. In the Artic, this year's fun spot for the Rich and
And a few dozen of those furs that languish away in your Palm Springs closets. How about
But when you travel the hallowed ground of the R & F, you've got to make some sacrifices. And
Edit File Preview Style Down 1.0 Over 4.5

❑ **Page Layout**

Your pages can have multiple columns with a selection of border designs. And there's plenty of style sheets already designed for you, on disk. Just add text and graphics and you've got an attention grabbing page, ready to print.

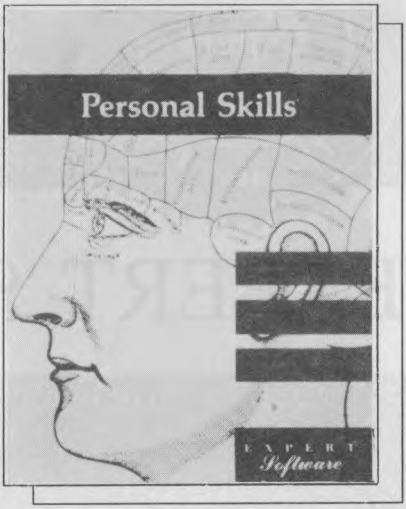
Only $14.95

System requirements: IBM PC, Tandy and compatibles require 512K, Dos 2.1 or higher, 1 disk drive, supports CGA and Hercules graphics; Apple IIe, IIc, IIGS ProDOS; Commodore 64 or 128.

Personal Skills

Would you like to improve your personal skills?

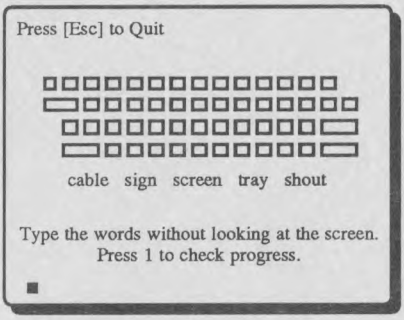
- ❑ Read faster?
- ❑ Improve your memory?
- ❑ Learn to type?
- ❑ Make decisions more easily?



❑ **Typing Tutor**
Advance at your own pace. Select different levels of keyboard practice to get the type of drill you need. Novices will learn the keyboard while experienced typists can improve their speed.

❑ **Memory Builder**
This requires concentration. There's a hidden number behind each square on a grid. You need to find the matching number. Choose from four skill levels.

❑ **Decision Maker**
You enter a goal and the program helps you determine the best choices to reach it. Helps you analyze the reasons for making good decisions.



❑ **Speed Reader**
This exercise starts with a single letter or number flashed on screen and increases each round. Test your ability to remember an increasing amount of information. Develop the ability to take a "snapshot" and remember it.

Only $14.95

System requirements: IBM PC, Tandy and compatibles require 256K, Dos 2.1 or higher, 1 disk drive, supports CGA and Hercules graphics; Apple IIe, IIc, IIGS ProDOS; Commodore 64 or 128.

Expert Software Order Form

You can buy these products from your dealer.
If unavailable, order directly from us. All programs are $14.95.

Please send me:	Specify computer:	Units	Price
Personal Publisher	IBM, Apple, Commodore	.....	.....
Perfect Forms	IBM	.....	.....
Expert Writer	IBM, Commodore	.....	.....
Expert Filer	IBM, Commodore	.....	.....
Disk Tools	IBM, Apple, Commodore	.....	.....
PC Protection	IBM, Apple, Commodore	.....	.....
Perfect Typing	IBM, Commodore	.....	.....
Personal Skills	IBM, Apple, Commodore	.....	.....
Personal Finance	IBM, Apple, Commodore	.....	.....
Money Power	IBM, Apple, Commodore	.....	.....
	New York state residents add sales tax		.....
	Shipping and handling		$3.00
	TOTAL		.....

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Street.....

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